

# CMF2WAY User Guide

The CMF2WAY application allows you to download a manifest of pickups and deliveries onto a Nextel phone. Dispatch can be updated with POD information (Deliveries) or Recovery time (Pick Ups) directly from the phone.

## Daily Procedure:

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1. Start up CFM2WAY Application.
2. Select **Get New Shipments**.
3. Select **List Pickups** and **List Deliveries** to review was has been downloaded.
4. Update **POD and Recover** information as jobs are completed.
5. At the end of the day select **Clear Completed**.
6. Shut off the phone and return to dispatch.

## Detailed Instructions:

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### Step 1 – Start up the Application:

1. Turn on Phone
2. Press the MENU button
3. Using the Up/Down Arrows, select **JAVA APPS** and hit **SELECT**
4. After the Java System loads, use the Up/Down Arrows to select **CFM2WAY**. Select **RUN** with the Call button.

### Step 2 – Main Menu:

#### *Get New Shipments:*

Connects to server and gets any new shipments, canceled shipments or updates assign to the phone.

#### *List Pickups:*

Lists all current pickups that have not been Recovered.

#### *List Deliveries:*

Lists all current deliveries that have not been POD'd

#### *Show Canceled:*

Lists all canceled shipments and allows the user to remove them from the phone.

#### *Show Cleared:*

Lists all shipments prior to the current date, as well as shipments that have been POD'd or Recovered

#### *Clear Shipments:*

Permanently removes the shipments listed in "Show Cleared" from the phone.

#### *Options:*

Sets the server options and phone ID.

### Step 3 – Getting New Shipments:

1. On the Main Menu, select *Get New Shipments* and choose **SELECT**.
2. The phone will connect to the server and retrieve any new shipments and update. **NOTE:** this takes up to 1 minute to complete. Do not hit any buttons during the process until either an error or results screen pops up on the display.
3. The results screen will show how many Pickups, Deliveries, and Cancellations were received. Choose **OK** to return to the Main Menu.

#### **Step 4 – Reviewing Shipments:**

1. On the Main Menu, select *List Shipments* and choose **SELECT**.
2. Select the shipment that you would like to view and choose **SELECT**.
3. If you are just viewing that shipment and not making any changes, then choose **OK**. Otherwise, choose **UPDATE** to transmit your changes back to dispatch.

#### **Step 5 – Updating Shipments:**

1. On the Main Menu, select *List Shipments* and choose **SELECT**.
2. Select the shipment that you would like to view and choose **SELECT**.
3. For deliveries, scroll down to the POD time field and enter the delivery time (military format). Hit the down arrow again and enter the POD Signer.
4. For Pickups, scroll down to the Recovery Time field and enter the recovery time (military format).
5. If you are just viewing that shipment or canceling any changes, then choose **OK**. Otherwise, choose **UPDATE** to transmit your changes back to dispatch.

#### **Step 6 – Clearing Shipments:**

After shipments have been completed or the service date has passed, the shipments can be accessed from the *Main Menu* → *Show Completed*. To clear completed and canceled shipments:

1. On the Main Menu, select *Clear Shipments* and choose **SELECT**.
2. Choose **CLEAR** to remove shipment entries, or **EXIT** to get out of this screen.